

# Procurement sector role descriptions

Executive and non-executive procurement role descriptions.

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The procurement sector role descriptions below were developed in collaboration with the sector, validated by independent role design and evaluation experts and endorsed by the Procurement Leadership Group.

They can be used across a range of workforce management activities, including recruitment, performance management, learning and development and career planning.

Each role description is in line with the [Role Description Development Guide](#) and identifies the capability levels required for the role from the [NSW Public Sector Capability Framework](#) Version 2:2020 and the Procurement Professionals Capability Set.

Please refer to the [Sector Role Description Guide \(PDF 47kb\)](#) and the [sector role descriptions FAQs](#) for information on how to use and adapt them to meet agency needs.

[Contact us](#) for any enquiries about the procurement sector role descriptions.

## Procurement executive roles

Role descriptions for roles which provide strategic advice, direction, leadership and governance of procurement functions.

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[PSSE Band 2 - Chief Procurement Officer](#)



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[PSSE Band 1 - Director Procurement](#)



[PSSE Band 1 - Director Category Management](#)

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[PSSE Band 1 - Director Contracts and Supplier Relationships](#)

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[PSSE Band 1 - Director Supplier Development](#)

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## Procurement grade roles

Role descriptions for roles which provide research and analytical support.

[Grade 11/12 Principal Procurement Analyst](#)

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[Grade 11/12 Manager Strategic Sourcing](#)

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[Grade 11/12 Manager Contracts](#)

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[Grade 11/12 Manager Procurement](#)

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[Grade 11/12 Category Manager](#)

→

[Grade 9/10 Senior Procurement Analyst](#)

→

[Grade 9/10 Senior Procurement Officer](#)

→

[Grade 9/10 Senior Category Officer](#)

→

[Grade 9/10 Senior Contracts Administrator/Officer](#)

→

[Grade 9/10 Senior Procurement Advisor](#)

→

[Grade 7/8 Procurement Analyst](#)

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[Grade 7/8 Procurement Officer](#)

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[Grade 7/8 Procurement Advisor](#)

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**Grade 7/8 Category Officer**

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**Grade 7/8 Contracts Administrator/Officer**

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